

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · HR SUPERVISOR

1	What is your experience in the human resources department?	12345	
2	What are the duties of an HR Supervisor?	12345	
3	What is the process of hiring an HR Supervisor?	12345	
4	How would you handle an employee's dispute with management?	12345	
5	What is your experience with payroll?	12345	
6	What are some of the challenges you faced as an HR Supervisor?	12345	
7	Can you tell me about a time when you had to handle a difficult situation in HR?	12345	
8	Tell me about your process for onboarding new employees.	12345	
9	How do you handle employee relations issues?	12345	
10	What do you think makes you an excellent candidate for this position?	12345	

OVERALL ASSESSMENT

CRITERIA	SCORE (1-5)	NOTES
Educational Background Appropriate qualifications or training for the position.	12345	
Prior Work Experience Skills or qualifications acquired through past work.	12345	
Qualifications / Experience The technical skills the position actually needs.	12345	
Problem Solving Abilities Demonstrated critical problem-solving.	12345	
Communication Team building and communication skills.	12345	
Organizational Fit Would this hire steer the organization the right way?	12345	
Directional Fit A step forward, or backward, in their career?	12345	

RECOMMENDATION

☐ Advance ☐ Hold ☐ Decline

1 = well below the bar · 3 = meets it · 5 = clearly above it

AvaHR — hiring software for teams without a recruiter
Use the same scorecard for every candidate in this role.